



Construction Director

Kalamazoo Valley Habitat for Humanity (KVHH) is seeking a dependable individual with construction experience, who is passionate about our mission, to manage the construction program, supervise KVHH construction staff and coordinate and oversee all projects while ensuring onsite safety.

Hours: 40 hours per week, Monday through Friday with occasional Saturdays from 8:00 am – 5:00 pm

Pay: Starting at \$55,000 per year, including benefits and paid time off

Responsibilities:

- Coordinate construction activities, primarily focusing on getting projects ready for active construction, including but not limited to: Site plans, zoning, house plans, apply for building permits and work with city inspectors, schedule inspections, negotiate large quantity or bulk ordering of materials, and track completion of punch lists.
- Manage Construction Supervisors and volunteers, providing feedback and coaching as needed, and oversee all construction activities.
- Review all construction plans to ensure compliance with Habitat specifications.
- Inspect sites frequently to ensure compliance with Habitat construction policies and procedures and local, state, and federal codes/laws and work with Supervisors to correct issues.
- Assess vacant lots and existing houses to determine suitability for Habitat projects.
- Develop, monitor, and adjust construction schedules as needed, including long-term schedules, containing volunteer/professional labor needs. Advise the Volunteer & Engagement Coordinator of weekly and professional volunteer needs.
- Recruit and develop positive working relationships with subcontractors, architects, engineers, building and code enforcement officials, and suppliers/vendors, including solicitation of donations and discounts in conjunction with the Development Director.
- Guide the bidding process for subcontracted work, hire subcontractors and oversee scheduling.
- Develop and maintain policies and procedures in adherence to MIOSHA safety regulations to ensure safety of volunteers, staff, and subs on all Habitat worksites.
- Maintain residential builder license for the affiliate and act as the qualifying officer on that license.
- Meet regularly with and provide support to the Habitat Construction Committee.
- Ensure records are current and accurate, with help from Executive Assistant, for each project regarding inspections, estimates, bidding and awards, authorized payments, progress reports, and final close-outs.
- Work collaboratively with the Critical Home Repair Coordinator to resolve repair or warranty issues.
- Embrace the Habitat program and principles and be able to communicate and advocate for the mission of the organization to homebuyers, sponsors, volunteers, and community members.
- Develop systems and routines to continually improve the construction process.
- Manage special projects such as the Education for Employment Building Trades program.
- Assist KVHH and the construction team with other projects as needed.
- Approve all construction-related purchases, invoices, and statements.
- Monitor projects for compliance with budget and develop and implement effective cost control procedures.
- Follow personnel and other agency policies.
- Perform additional responsibilities as assigned by Executive Director.



Education and Experience

- High school diploma is required.
- Bachelor's degree in Construction Management or Business is preferred.
- Minimum of 5 years of residential construction management experience (homebuilding and/or remodeling), including working with subs and drawing designs and work plans. Experience managing people preferred.

Skills, Knowledge, and other Competencies

- Current license with the State of Michigan as a Residential Builder (will serve as the "Qualified Officer" for Habitat Residential Builder's License).
- 18 years of age or older with a valid driver's license and ability to provide self-transportation.
- Ability to read construction plans and manage changes with thorough knowledge of all aspects of construction including technology, equipment, and construction methods required for effective performance by subcontractors and volunteers.
- Strong knowledge of MS office and CAD software, along with proficiency in the use of smart-phone technology for communication via texts, emails, voice, and online weather and reporting tools.
- Excellent interpersonal and written communication skills with ability to effectively listen, communicate, and interact with people of diverse backgrounds.
- Knowledge of local, state, and federal building/housing codes and MIOSHA safety regulations with a commitment to job site safety.
- Strong attention to detail and excellent organizational skills to meet daily goals and objectives and to effectively manage multiple projects.
- Ability to learn quickly, take initiative to continue learning and find creative approaches to solve problems.
- Builds and maintains positive working relationships and actively cultivates an inclusive working environment.
- Ability to work independently and to complete work within deadlines.

Physical Demands and Work Environment

- Must be able to walk on construction sites with uneven surfaces, climb ladders and scaffolding to heights, and navigate sloped terrains such as roofs.
- Occasional lifting and moving objects up to 80 pounds at one time.
- Must be able to work in both indoor and outdoor locations for extended periods of time, including inclement weather.
- Frequently communicates with team members, home buyers, subs, and volunteers who have questions and must be able to provide accurate information in these situations.
- Ability to drive a company vehicle and trailer safely and professionally as needed.

To apply

Click on this link to apply on Indeed:

https://www.indeed.com/viewjob?t=construction+director&jk=a87139bec54c42ca&_ga=2.50859433.1280129105.1641495228-2060203171.1625510353

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